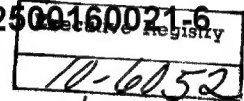


*Committees*

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THE WHITE HOUSE  
WASHINGTON

August 1, 1958

MEMORANDUM FOR DEPARTMENT AND AGENCY HEADS

SUBJECT: Questionnaire on Public Advisory Committees

In connection with Cabinet consideration of principles to guide Departments and agencies in the use of public advisory committees (Cabinet Record of Action 37, Item 2), I have been asked to survey the standards and procedures being presently followed in using such committees, with reference to the five general criteria recommended by the Department of Justice for application to committees composed of industry or business representatives. These criteria are set forth in Attorney General Brownell's letter to the Secretary of Commerce, dated November 10, 1953, and were outlined at the Cabinet meeting held November 15, 1955.

I would appreciate receiving by August 8, 1958, the following information concerning public advisory committees used by your department or agency as of July 1, 1958:

1. The number of existing public advisory committees for which the Congress has by statute specified the purpose, composition and conduct (such as selection of chairman or holding of meetings) and has not specifically given the President the power to prescribe rules, and the citation of the statute or statutes under which each such committee has been formed. This response requires simply a brief description of the function of such committees, by category, and the number of committees in each category.
2. The number of existing public advisory committees, other than those listed for 1, above, which adhere to the following standards and procedures:
  - a. Such committees are specifically authorized by law or the head of the department or agency has found such committees, or the use of such committees, necessary in connection with the performance of certain duties imposed by law;

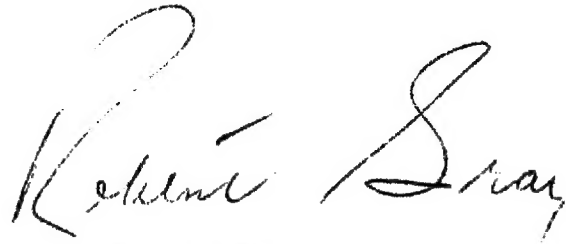
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- b. The functions of such committees are solely advisory and any determination of action to be taken, based in whole or in part on such advice, is made solely by the proper Government official or officials;
  - c. Committee meetings are at the call of the Government, and the agenda for the meetings are formulated by the Government;
  - d. Committee meetings are each under the chairmanship of a full-time salaried Government official with the responsibility for keeping the meeting within the agenda and the authority to adjourn the meeting if he feels it is being improperly used;  
and
  - e. Comprehensive minutes of each meeting are kept.
3. The number of existing public advisory committees, other than those listed for 1, above, which do not adhere to one or more of the standards and procedures listed in 2, above, together with the name and composition of each such committee, the respects in which it does not adhere to those standards and procedures and the reasons therefor. However, as to committees composed wholly of persons from charitable, religious, educational, civic, social welfare or other similar non-profit organizations, as to local civic committees whose primary function is that of rendering a public service other than giving advice or making recommendations to the Government, or as to local, county or regional agricultural advisory committees, it will be sufficient to furnish a brief description of their functions, by category, the number of committees in each category, the respects in which the committees in each category do not adhere to those standards and procedures and the reasons therefor.

For the purpose of furnishing the above information, the term "public advisory committee" means any committee, board, commission, council, conference, panel, task force or other similar group (including any subcommittee or other sub-group) that is not composed wholly of United States Government full-time salaried employees and that is

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formed by a department or agency for advice or recommendations sought by the Government or that is utilized by a department or agency for such advice or recommendations in a manner similar to that which would be employed in utilizing public advisory committees formed by the Government. In determining adherence to the standards and procedures listed in 2, above, public advisory committees utilized, but not formed by the Government, are to be treated as such committees only while being so utilized.

A handwritten signature in cursive script, appearing to read "Robert Gray". The signature is written in dark ink on a white background.

Robert Gray  
Secretary to the Cabinet